

FF.7 Restoration Advisory Boards (RABs)/Site-Specific Advisory Boards (SSABs)**Section 1 - Program Activity Information**

1.1 Program Activity: Restoration Advisory Boards (RABs)/Site Specific Advisory Boards (SSABs)

1.2 Program Activity Category: GPRA Annual Performance Measure

1.3 Program Area: Federal Facility

1.4 EPA Sponsor:

Subject Matter Expert	Subject Area	Phone #
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Section 2 - Problem/Decision Objective

2.1 Problem: SSABs are a forum for experts and concerned stakeholders to provide advice and recommendations on Department of Energy's (DOE) Environmental Management strategic decisions. RABs provide a forum through which members of nearby communities can provide input to Department of Defense's (DOD) environmental restoration program. It is important to track these community involvement activities and their status (on-going or adjourned). These activities demonstrate efforts to involve citizens in environmental decision making, one goal in the Federal facilities strategic plan.

2.2 Stakeholder(s): Headquarters FFRRO and Community Involvement staff , Regional IMCs, FF RPMs, Congress and the Public.

2.3 Decision-maker(s): EPA Regions are responsible for data entry into WasteLAN for RABs and SSAB subaction information. These subactions associate to the FF Community Relations action. Users with roles that allow data entry on the project schedule are permitted to enter the required data for these decisions.

2.4 Decision: Track the number of initial RAB/SSAB information meetings held in the reporting period. In addition to the number of initial meetings held, the GPRA measure tracks the status of the Board (whether on-going or adjourned). The GPRA measure reports the count by RAB/SSAB meetings and the status. Documentation that the initial RAB/SSAB information meeting has been held is tracked using the actual start date (Actual Start) for the RAB (Subaction Name = Restoration Advisory Board) or SSAB (Subaction Name = Site Specific Advisory Board) subactions under the FF Community Involvement action. The date that the RAB is adjourned by DOD is entered in WasteLAN as the actual completion date (Actual Complete) for the RAB subaction. The date that the SSAB is terminated by the Secretary of Energy is entered in WasteLAN as the date the actual completion (Actual Complete) date for the SSAB subaction.

Section 3 - Information Needs

Name	Source	System	Table/Column
Site	WasteLAN	WasteLAN	Site.Site_Id
Federal Facility	RPM/Site Manager	WasteLAN	site.rfed_fctly_code = 'Y'
NPL Status	WasteLAN	WasteLAN	site.rnpl_status_code in ('P','F','D','A','R')
Restoration Advisory Board	RPM/Site Manager	WasteLAN	Action.Rat_Code, Act_Code_Id where rat_code = BX (RAB)
Site-Specific Advisory Board	RPM/Site Manager	WasteLAN	Action.Rat_Code, Act_Code_Id where rat_code = BW (SSAB)
Initial RAB/SSAB meeting held	RPM/Site Manager	WasteLAN	Action.Act_curr_pln_strt_date is NOT null and Action.act_actl_strt_date is NULL for planning OR Action.act_actl_strt_date is NOT null for accomplishment

Section 4 - Scope/Universe

This information product addresses only Federal facility sites entered into WasteLAN for which the FF Community Involvement action has been entered and an Advisory Board has met.

Section 5 - Data Quality Requirements

- 5.1 **Completeness:** The GPRA measure counts the number of RAB/SSAB meetings held within the reporting period, as well as how many were adjourned (RAB) and terminated (SSAB).
- DQO applies only to Federal Facilities Sites in CERCLIS.
- 5.2 **Accuracy:** ***Note:** The SPIM provides no specific information about supporting documentation for the Federal Facility Community Involvement action, or the Advisory Board subaction that support this GPRA measure. Further information is needed on official documentation that supports the actual start and completion dates for these subactions.*
- Accurate - Data is reported in a non-decision source document
- 5.3 **Timeliness:** This measure is based on the RAB and SSAB subactions. Therefore, it's timeliness is dependent on data entry requirements for those actions. The HQ data sponsors reviews the data for this DQO semi-annually and contacts the appropriate regional staff to address any outstanding issues. Regions enter action information real time. Although the GPRA measure is counted at fiscal year end, the action data should be entered in a timely basis (within 5 working days of actual start/completion/signature of decision documentation).

- 5.4 Consistency: There are clear national definitions and guidance. Guidance on this measure is available in the Superfund Program Implementation Manual. However the SPIM notes that “the data management approach for tracking the adjournment of RABs and the termination of SSABs is still under development.
- Consistent - Program Guidance and definitions have been distributed

Section 6 - Information Collection and Reporting

- 6.1 Source for the information: Source documentation for the information is not defined.
- 6.2 User interface: User enters the RAB and SSAB subactions and dates into WasteLAN as subactions for a FF Community Involvement action on the Federal Facility project schedule.
- 6.3 System transfers: This information is snapshot from region to Headquarters.
- 6.4 Internal outputs: SCAP-14 Federal Facility; Federal Facility Accomplishment Report.
- 6.5 Audit reports: Federal Facility Audit Report
- 6.6 External outputs: reported annually to Congress
- 6.7 Guidance documentation:
- ▶ Superfund Program Implementation Manual (SPIM) – OSWER Directive 9200.3-14-1G-Q